

## Community Use of School Agreement

### MADE BETWEEN:

**"The Superior North Catholic District School Board"**

Herein called "the Board"

-and- Organization Name

\_\_\_\_\_ Herein called "the Applicant"

The Board hereby authorizes the use of the school as detailed on the application form attached hereto for the purpose specified thereon on the following terms and conditions:

A. **The Applicant:**

1) Will be fully responsible for personal injury or damage, or for the loss or theft of clothing and equipment of the Applicant, or anyone attending on the invitation of the Applicant and shall indemnify and save harmless the Board against any and all claims and costs and shall also indemnify and save harmless any other persons against any and all claims and costs arising in any way out of the use of the premises as set out in this agreement.

2) Shall be fully responsible for the conduct and supervision of all persons admitted to the school buildings and grounds and shall see that all regulations contained in this permit are strictly observed.

3) Must keep the exits free from obstruction in case of fire.

4) Must pay the costs for all damage or additional work arising from the use of the school property as determined by the building principal.

5) Shall pay such fees for extra work by caretakers, custodians, etc. as determined by the Board.

6) Must not allow any smoking in the building or school grounds whatsoever.

7) Must not allow the use of alcohol in any part of the building or grounds whatsoever.

8) Shall ensure that all persons admitted to the function being held have vacated the school buildings and grounds promptly at the time specified in the application and that the time of any permit issued shall not be later than 11:00 p.m., unless by special permission.

9) Shall return the building and all equipment in the condition in which they were received.

10) ***Shall cause to be written and maintained a comprehensive general liability policy for not less than \$2,000,000.00 for any one occurrence naming the Board as an additional name insured party but only for liability arising out of the operation and activities of the named insured or others acting on their behalf and then only in connection with the use of the premises as outlined in the application and this agreement. A copy of this policy must be provided in advance.***

11) ***If the applicant does not have general liability insurance, the applicant must contact the Outreach Coordinator in advance, to ensure they can be covered under the Board's special community group insurance plan.***

12) Must not allow the use of scented products by persons entering the school.

13) Must not allow any products containing peanuts/nuts to be brought into the school.

**B. The Board shall:**

1) Allow the applicant the use of the school building at the times and for the reasons as set out on the application.

2) Provide light and heat;

The parties hereto acknowledge that they have read this agreement and fully understand its terms and conditions.

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_



## Community Use of School Permit Request

Name of Organization & Contact Person                      Not for Profit Organization....Yes...No

.....

School Required .....Time Commencing..... Ending.....

Commencing Date ..... To..... (Inclusive)  
(Circle Days Required: Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday)

Accommodation Required (Specify Auditorium, Basement Room, Classroom, Grounds, Gymnasium, Etc.)

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Special Privileges or Equipment Desired .....

**Note:** The applicant shall specify on the permit the equipment required and shall contact the Principal of the school at least 48 hours previous to the function being held, to see if desired equipment is available and to make required arrangements.

Nature of Gathering ..... Admission Charge (If Any) .....

Anticipated Attendance ..... Disposition of Proceeds .....  
(Including Instructors and Helpers)

Gender of Participants (Indicate How Many of Each):    Female..... Male.....

Indicate How Many Participants In Each Age Group:

Age 0-6 ..... 7-12 ..... 13-18 ..... 19-24 ..... 25-64..... 65+.....

We certify that we have read over the conditions and regulations appearing on the Agreement for Use of Schools attached, and agree to confirm thereto, and to be strictly bound thereby.

### **Instructions:**

- 1) **Applicant to complete and send forms to:** Community Outreach Coordinator  
Erika Bryson [ebryson@sncdsb.on.ca](mailto:ebryson@sncdsb.on.ca)    Fax: 807- 825-3885



## **Permit**

### **THIS SECTION FOR BOARD USE ONLY**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Arrangements for entry to the building must be made with the Field Services & Principal.

Fee: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Superintendents Signature: \_\_\_\_\_

#### **Distribution: Requesting Copies To:**

Principal  Superintendent  Field Services Manager

#### **Distribution: Approved Permit/ Not Approved Request**

Applicant

Principal  Superintendent  Field Services Manager

### **THIS SECTION FOR BOARD USE ONLY**